

**CITY OF SEABROOK
RESOLUTION NO. 2018-03**

ADOPTION OF THE CITY OF SEABROOK VOLUNTEER POLICY

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SEABROOK, TEXAS, ADOPTING A VOLUNTEER POLICY
FOR THE CITY OF SEABROOK, TEXAS**

WHEREAS, the City Council wishes to establish an administrative policy and procedure for promoting volunteerism and connecting volunteers with various service opportunities within the City of Seabrook.

WHEREAS, the City Council aims to recognize and promote the substantial and ongoing contribution made by volunteers to improve the quality of life of our citizens.

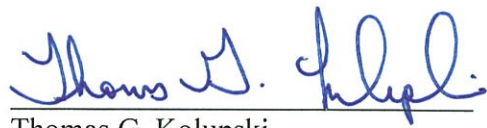
WHEREAS, the City Council agrees that volunteers can help meet the City's vision, mission and values.

WHEREAS, the City Council agrees that sound policies, procedures and processes are necessary to support volunteering along with protecting the safety and welfare of all concerned.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Seabrook formally adopts a Volunteer Policy as shown on Exhibit A which is hereby attached and made part of this resolution.


AND IT IS SO ORDERED

PASSED, APPROVED AND ADOPTED THIS 3rd DAY OF OCTOBER 2017.



Thomas G. Kolupski
Mayor

ASSET:


Robin Hicks, TRMC
City Secretary

Volunteers are a very important part of the City of Seabrook and without their support we would be limited in the events, programs, and activities that we offer. The City of Seabrook has a desire to protect the safety and welfare of its citizens and anyone attending Seabrook events, activities, or city facilities.

City of Seabrook Volunteer Policy



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1. Purpose

Volunteers are a very important part of the City of Seabrook and without their support we would be limited in the events, programs, and activities that we offer. The City of Seabrook has a desire to protect the safety and welfare of its citizens and anyone attending Seabrook events, activities, or city facilities.

Sound policies, procedures, and processes are necessary to support volunteering along with protecting the safety and welfare of all concerned. Accordingly, the purpose of the City of Seabrook Volunteer Policy is:

1. To establish an administrative policy and procedures for promoting volunteerism and connecting volunteers with various service opportunities within the City of Seabrook.
2. To recognize and promote the substantial and ongoing contribution made by volunteers to improve the quality of life of our citizens and visitors.
3. To help effectively engage volunteers to meet the City's vision, mission and values.
4. As part of the City's commitment to volunteerism, this policy document establishes the expectations for a productive relationship.

2. Volunteer Definition

Volunteers are individuals who contribute time, energy and service to the City of Seabrook, which the city acknowledges and supports as a valuable resource. Volunteers offer time and services without any present or future expectation of remuneration. This is not an employment relationship and the volunteer is under no obligation to provide time, duties or resources, other than what he or she chooses to freely provide.

3. Examples of Volunteer Work

The following lists of volunteer duties are meant to function as examples of the kind of work that may be performed and should not be considered comprehensive. Other duties not appearing on these lists may be assigned.

A. City of Seabrook Events

- a. Assisting in set up, tear down and clean up
- b. Assisting with kid activities
- c. Vending and/or giving out water, drinks, food, etc.
- d. Mascot duties
- e. Other duties as assigned

B. Public Works Animal Shelter & Adoption Center

- a. Socialization of both cats and dogs who are available for adoption
- b. Kennel work, including: cleaning, grooming, feeding, etc.
- c. Doing laundry and other janitorial work
- d. Administrative work (typing, filing, mailing, coordinating adoptions, etc.)
- e. Other duties as assigned

C. City Parks

- a. General cleanup
- b. Planting & weeding
- c. Light maintenance and other improvements
- d. Reporting items that need repair to city staff
- e. Other duties as assigned

D. City Elections

- a. Checking voter registration and/or ID
- b. Assisting City Secretary as needed

4. Recruitment & Management of Volunteers

What Volunteers Can Expect from the City

- 1. Provide scope of responsibilities and authorization for the tasks assigned if appropriate or required
- 2. Provide appropriate workspace, including consideration for disabilities
- 3. Provide necessary information about the workplace, agency mission and program goals needed to carry out assignments
- 4. Treat volunteers with courtesy and respect
- 5. Respect the value of a volunteer's time by providing work that best matches their interests, talents and skills
- 6. Be receptive to suggestions and comments from volunteers
- 7. Respond promptly to any complaints that are brought to the attention of a supervisor or city staff

Minors

- 1. Persons under the age of 18 must have their parent or legal guardian complete and submit a Minor Volunteer Consent & Release Agreement to volunteer.

2. Volunteers 13 and under must be accompanied by a parent or legal guardian during their service.
3. A volunteer over the age of 13 may provide service without the presence of parent or legal guardian.
4. Minors may only work during non-school hours during times of the year when school is in session, unless a written release giving the consent of their school or home school is obtained.
5. Minors are not to operate power tools, machinery or city vehicles.
6. Minors will not be allowed to volunteer at the Animal Shelter & Adoption Center.

Recruitment Process

1. The volunteer recruitment process is intended to be open, to allow equal access to volunteer opportunities and to reflect the diversity of the City of Seabrook.
2. Volunteers must meet the qualifications established for the position and must be able to perform the specified duties.

Orientation & Training

Some volunteer roles may require the volunteer to attend orientation and training sessions in order to qualify.

5. Application Process & Background Check

All potential adult volunteers for the City of Seabrook must complete a Volunteer Application form and an Authorization for Background Check form.

If a parent or guardian wishes for their minor child to volunteer at city events, they must complete and submit a Volunteer Minor Consent Release Agreement & Application. Background checks will not be required for volunteers under the age of 18.

Background Check

The City requires that all adults 18 years or older, wishing to volunteer for the City of Seabrook, are required to either submit to a criminal background check or prove to the city that an acceptable criminal background check has been performed within the past twelve (12) months. Background checks will be conducted in accordance with the Criminal History Information Act as adopted by the 73rd Texas legislature and amended from time to time (the Criminal Information Act).

Compliance with this policy shall be a condition precedent to volunteering at any city event, activity, or facility.

Application Forms

All the below forms must be completed, signed, and returned to the City of Seabrook before any volunteer duties can commence.

Authorization for Background Check

- a. This form authorizes the City of Seabrook to perform a background check.
- b. All information collected is kept confidential as provided by law.

City of Seabrook Volunteer Application

- a. This form collects information of the volunteer applicant.
- b. All volunteers are required to be specifically approved in writing prior to engaging in volunteer duties.

City of Seabrook Volunteer Minor Consent Release Agreement & Application

- a. This form is only filled out if volunteer applicant is under the age of 18.
- b. Must be filled out on behalf of a minor by their parent or legal guardian.
- c. Volunteers under the age of 13 must be supervised by a parent or legal guardian, who must also submit a Volunteer Application.

Procedure

1. All volunteers age 18 and older must have a statewide criminal background check performed by the city or provide proof that an appropriate background check has been performed within the past twelve (12) months.
2. Criminal background checks must be performed prior to the volunteer being assigned any volunteer duties or responsibilities in accordance with the provisions herein.
3. All forms listed in the **Application Forms** section of this policy must be filled out and returned to Seabrook City Hall. If a volunteer plans on volunteering for a specific event, these items must be submitted at least two (2) weeks prior to the date of the event in order to qualify for volunteer work at that event.
4. If a volunteer falsely states on the application that a criminal record does not exist and the criminal background report indicates that the individual has a criminal record, the individual shall be disqualified from volunteering.
5. All background search information shall be returned to the City Manager or designee. All persons receiving background information regarding a volunteer

shall maintain the confidentiality of such information in accordance with applicable law.

6. Applicant will be notified of the results of the background check.

Grounds for Disqualification

An individual convicted of a felony or crime of moral turpitude, or other offenses determined relevant by the City Manager/designee shall be disqualified from volunteering for the purpose of this policy.

If a volunteer is determined eligible to work a city event or activity and is later arrested, indicted, have charges pending, or convicted of a crime, he/she is required to notify the City of Seabrook. The volunteer will be removed immediately from the position until the case is finally adjudicated. Failure to notify the City of Seabrook of any arrests, indictment, pending criminal charges or convictions from the list above will result in the volunteer being immediately removed from all volunteer duties and will be ineligible for volunteering for a minimum twelve (12) months beginning on the date the failure to notify was discovered.

The decision to disqualify the applicant from being a volunteer may be appealed to the City Manager in writing with official documentation to support the applicant's appeal.

6. Volunteer Behavior & Conduct

Volunteer Code of Conduct

As a volunteer I will:

1. Read and follow the city's volunteer policy.
2. Report to duty on time and as scheduled.
3. Practice safety at all times.
4. Perform only those assigned tasks that are within my physical capability and will not undertake any tasks that are beyond my physical capability.
5. Not undertake to operate or use vehicles, equipment or tools that I am unfamiliar with or have not been trained to operate properly and safely, and have not received specific authorization to use from my volunteer supervisor.
6. Observe all safety rules and use provided safety equipment in the performance of my assigned tasks.
7. Treat everyone with respect, patience, integrity, courtesy, and dignity.
8. Not use profanity, or make humiliating, ridiculing, threatening, or degrading statements.

9. Return all City of Seabrook equipment and identification upon request or at end of assignment.
10. Keep confidential or sensitive information confidential.
11. Refrain from activity outside of the assigned course and scope.

Attendance & Punctuality

Volunteers are expected to always be prompt and on time in reporting for their assignment. Being late is discourteous to others. When unforeseen circumstances arise, it is up to the volunteer to notify their supervisor about being late or to give advance notice of the need to be excused. Failure to appear or to notify a supervisor about missing a shift may result in dismissal from the volunteer program.

Confidentiality

Private, sensitive or confidential information discussed or handled within the course of a volunteer assignment must be kept strictly confidential. Volunteers are required to uphold this policy. Private, sensitive or confidential information is not to be shared. Any questions about what information is appropriate to release or discuss should be communicated between the volunteer and their supervisor.

Community Relations

A volunteer is also an ambassador for the City of Seabrook, and should conduct city business with staff and the public in a friendly and courteous manner. If the volunteer is unsure how to answer a question from a member of the public, the volunteer should consult with their supervisor before answering.

Dress Policy

Volunteer attire must be clean and non-offensive and not interfere with personal safety in the work environment. For safety reasons, a stricter dress policy may be enforced for those volunteering at the Animal Shelter & Adoption Center, or other specific duties or roles as assigned.

Record Retention & Confidentiality

All information submitted to the City of Seabrook will be kept strictly confidential in accordance with state and federal laws. Documents containing the volunteer applicant's personal information, as well as completed background check files, will be destroyed once the background check has been completed and reviewed or as otherwise provided by law. Any

digital application and authorization forms submitted to the City of Seabrook will likewise be destroyed upon completion of the background check as authorized by law.

Safety

Safety is everyone's job. Volunteers should be alert at all times, following safety precautions, and aware of hazards. Unsafe conditions should be reported to a supervisor immediately.

Alcohol & Drug Free Workplace

Any volunteer who uses, brings, possesses or is suspected of being under the influence of alcohol or any form of narcotic, drug, or hallucinogen, except prescribed drugs and under the direction of a physician, is subject to immediate dismissal. In addition, any volunteer who transfers, sells or attempts to sell drugs on city property or while on city business, at any time, is subject to immediate dismissal and possible criminal charges under applicable laws.

Harassment

All city employees and volunteers have a right to work in an environment free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive. Consistent with the city's respect for the rights and dignity of each employee and volunteer, harassment based on race, color, religion, sex, national origin, age, disability, or any characteristic protected by law, will not be sanctioned or tolerated. Furthermore, any volunteer witnessing acts of harassment or discrimination, should immediately report it to their volunteer supervisor.

Personal Use of City Property

Personal use of city property by city volunteers is not allowed and may result in dismissal. Personal use includes, but is not limited to, borrowing power tools, hand tools, equipment, supplies, city vehicles, trailers, generators and unauthorized duplication of city keys.

Theft/Property Loss

Theft of any kind will not be tolerated and is grounds for dismissal. Removal of city property for personal use is considered to be unauthorized use or the taking of city property. The crime of theft is subject to prosecution.

Dismissal

Volunteers who do not adhere to the rules, policies and regulations of the city, or fail to perform their assignments satisfactorily, as solely determined by the City Manager/assignee are subject to dismissal. A volunteer may be dismissed at any time. The City of Seabrook reserves the right to request that a volunteer leave immediately if circumstances warrant such action.



AUTHORIZATION FOR BACKGROUND CHECK

I, _____, hereby authorize the City of Seabrook, Texas to investigate my background for purposes of evaluating whether I am cleared for volunteer work for the City of Seabrook. I understand that the City of Seabrook will utilize an outside firm or firms to assist it in checking such information, and I specifically authorize such an investigation by information services and outside entities of the city's choice. I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my volunteer application will not be processed further.

Social Security # _____

Date of Birth _____

Signature of Applicant

Date

Address:

Applicant's Name (Please print clearly)



City of Seabrook Volunteer Application

In order for you to become a volunteer with the City of Seabrook, we must receive this agreement as well as an Authorization for Background Check form. Please read and complete the information below. We appreciate your interest and concern with enhancing the quality of life in our community.

I understand that as a volunteer, I am physically fit and able to participate in all respects and that I may be exposed to hazards including, by way of illustration but not limitation; weather, terrain, poisonous insects, reptiles or plants, wild animals, actions of staff, other participants, volunteers or citizens in the area who may not act responsibly and safely and, various other hazards including those associated with manual labor and assume any risk associated with the foregoing.

I understand the nature of work I will perform as a volunteer and assume all risk associated therewith. I agree to release, defend, indemnify and hold harmless the City of Seabrook, its officers, agents and employees (collectively "Seabrook") from all claims, liabilities, losses, damages, judgments, actions including reasonable attorney's fees for personal injury and property damage asserted against or incurred by Seabrook arising from or caused by the negligence or willful actions or omissions of myself as a volunteer for the City of Seabrook. It is my intention that this release shall be a global release without exception or limitations, and nothing herein shall be deemed to limit, restrict, or otherwise provide limitations or exceptions on the releases herein stated.

I understand that any concerns that I may have regarding employees, conditions or policies must be directed to the event coordinator.

I understand that it is my responsibility to inform the event coordinator of any changes regarding, but not limited to, any limitations I may have or emergency contact information.

I authorize the City of Seabrook, through its employees and agents, to record audio, video, and/or to photograph me and to use and reproduce all audio clips, video clips, and/or photographs to advertise and promote their programs and services in printed materials and on the internet without further notice to me and without compensation.

I have read the above agreement, understand it and freely and voluntarily agree to its terms and conditions.

Signature: _____ Date: _____

Full Name (Please print clearly): _____

Address: _____ Cell Phone: _____

Email: _____ Alternate Phone: _____

Emergency contact name & phone: _____



City of Seabrook Volunteer Minor Consent Release Agreement & Application

In order for your minor child to become a volunteer with the City of Seabrook, we must receive your written consent. Please read and complete the information below. We appreciate your child's interest and concern with enhancing the quality of life in our community.

Child's Full Name: _____ Age: _____

I, _____, am the parent/guardian of the above-named child, who is physically fit and able to participate in all respects, and hereby give consent for my minor named above to volunteer for the City of Seabrook.

I understand that my child may or may not be supervised by an adult. If child is age 13 or under I understand that I must be present or provide another adult to supervise my child at all times during the event.

I understand that my child may be exposed to hazards including, by way of illustration but not limitation; weather, terrain, poisonous insects, reptiles or plants, wild animals, actions of staff, other participants, volunteers or citizens in the area who may not act responsibly and safely and, various other hazards including those associated with manual labor and assume any risk associated with the foregoing.

I understand that any concerns that I or my child may have regarding employees, conditions or policies must be directed to the event/program/activity supervisor.

I understand that it is my responsibility to inform the event/program/activity supervisor of any changes regarding, but not limited to, any limitations my child may have or emergency contact information.

I understand the nature of work my child will perform as a volunteer and assume all risk associated therewith. I, on my child's behalf, agree to release, defend, indemnify and hold harmless the City of Seabrook, its officers, agents and employees (collectively "Seabrook") from all claims, liabilities, losses, damages, judgments, actions including reasonable attorney's fees for personal injury and property damage asserted against or incurred by Seabrook arising from or caused by the negligence or willful actions or omissions of my child as a volunteer for the City of Seabrook. It is my intention that this release shall be a global release without exception or limitations, and nothing herein shall be deemed to limit, restrict, or otherwise provide limitations or exceptions on the releases herein stated.

I hereby authorize the City of Seabrook to request and obtain emergency medical care at my expense for my child from such medical care provider as is available in any situation where department employees or agents determine such care is required.

I authorize the City of Seabrook, through its employees and agents, to record audio, video, and/or to photograph my child and to use and reproduce all audio clips, video clips, and/or photographs to advertise and promote their programs and services in printed materials and on the internet without further notice to me and without compensation.

I have read the above agreement, understand it and freely and voluntarily agree to its terms and conditions.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name (Please print clearly): _____

Address: _____ Cell Phone: _____

Email: _____ Alternate Phone: _____

Emergency contact name & phone (alternate if different than above): _____